

GRANT ASSISTANCE PARTNERSHIP

2010 GUIDELINES AND APPLICATION



United Way of Greenville County
City of Greenville ~ Community Development Division
Greenville County Redevelopment Authority

Deadline for Submission: Friday, June 4, 2010

To be submitted to:
Rebecca Lambert
United Way of Greenville County
105 Edinburgh Court
Greenville, SC 29607
[P] 864.467.3536 [F] 864.467.3535

GRANT ASSISTANCE PARTNERSHIP

For several years, the City of Greenville, the United Way of Greenville County and the Greenville County Redevelopment Authority (GCRA) have provided funding to neighborhood associations striving to make a difference within their communities. In 2006, the three entities combined their separate community grant efforts into one: The Grant Assistance Partnership (GAP).

The Grant Assistance Partnership will provide grant awards to neighborhood associations that are seeking positive community development through various projects and programs.

MISSION

The GAP is a combined effort between the City of Greenville, the United Way of Greenville County and the Greenville County Redevelopment Authority to empower residents through their neighborhood associations with the goal of enhancing and improving their communities.

SOURCE OF FUNDING

The GAP is made possible through funds provided by the City of Greenville and the GCRA through their Community Development Block Grant programs (CDBG) and the United Way of Greenville County.

ELIGIBILITY

Neighborhood associations that have (or are working toward) their Articles of Incorporation and are operating in one of the following Community Development Block Grant (CDBG)-eligible neighborhoods are welcome to apply for the grant:

Arcadia Hills	Haynie-Sirrine	Southernside
Brutontown	Judson	Sterling
Cotton Mill	Nicholtown	Union Bleachery
Freetown	Needmore-Greer	Victor Mill-Greer
Gower	Otis-Wilkins	Viola
Sullivan	Pleasant Valley	West End
Green Avenue	Poe Mill	West Greenville
Greenline-Spartanburg	Sanctified Hill-Fountain Inn	

Neighborhood associations that have completed Action Plans are eligible to receive the full grant amount of \$2,500 per year, to be used for projects as determined by the association. Complete Action Plans include neighborhood activities and initiatives that address at least four of eight community development criteria to include: resident involvement, beautification, communication, crime prevention, housing development, organizational development, training and education, and capital improvements.

Neighborhood associations that do not have complete Action Plans will not be eligible to receive the full \$2,500 grant amount. Instead, funds will be awarded on a project-specific basis. Fill-in and complete the Action Plan guidelines attached in the document to be eligible for the full funding amount.

GRANT ASSISTANCE PARTNERSHIP

ELIGIBLE PROJECTS

Projects should address one or more of the following areas of community development:

- Resident Involvement
- Beautification
- Communication
- Crime Prevention
- Housing Development
- Organizational Development
- Training and Education
- Capital Improvements

EXAMPLES OF ELIGIBLE PROJECTS

With the completion of a strategic plan, and an effort to achieve the goals in that plan, a priority will be given to projects that address the top goal of organizational and leadership development.

Preference will be given to projects that demonstrate high levels of resident involvement and contribution, and projects that seek to build and sustain connections among neighbors and groups within the community. All projects should promote partnerships among neighbors and should benefit the community as a whole.

Possible projects include, but are not limited to the following examples:

Neighborhood Goal Area	<i>Suggested Projects</i>
1. Resident Involvement	<i>Festivals, Senior/Youth programs, Cultural events</i>
2. Beautification	<i>Community clean-ups, Community gardens</i>
3. Communication	<i>Neighborhood newsletters, Community directory, Fliers</i>
4. Crime Prevention	<i>Crime watch programs, National Night Out</i>
5. Housing Development	<i>Housing condition surveys</i>
6. Organizational Development	<i>Legal and accounting services, Incorporation assistance</i>
7. Training/Education/Awareness	<i>Job fairs, Summer youth employment assistance</i>
8. Capital Improvements	<i>Street lights, Neighborhood signs, Park revitalization</i>

FUNDING RESTRICTIONS

Projects on private property, with the exception of “Yard-of-the-Month”-type projects, are not eligible to receive funding through the GAP.

GRANT PROCESS

Deadline for Submitting **Friday, June 4, 2010**
Completed GAP Applications **5:00 pm**

Applications will be reviewed by a panel comprised of representatives from the United Way of Greenville County, the City of Greenville, and the GCRA, as well as community leaders. Applicants will receive notification of grant awards by mail.

GRANT ASSISTANCE PARTNERSHIP

GAP AGREEMENT FORM

Neighborhood associations awarded GAP funds are responsible for using the grant as indicated in their application. A GAP Agreement Form will be sent with award notification. Recipients must sign and return the agreement before funds will be provided.

Funds may be requested in two ways: 1) as reimbursement for eligible expenses, based upon invoices and receipts, or, 2) as payment directly to a vendor based upon eligible expenses.

GAP EVALUATION FORM

As part of the GAP agreement, the grant recipient must complete an evaluation of their project within six months of its completion in order to be eligible to receive additional funding through the GAP. The GAP Evaluation Form will also be sent to the grant recipient with award notification and the GAP Agreement Form.

APPLICATION CHECKLIST

Please be sure your application includes the following information:

- Organization Information
- Project Budget Information
- Project Information
- Signed copy of a Board or Neighborhood Association Resolution
(A resolution form is attached.)

APPLICATION FORMAT

The application should follow the following formatting guidelines:

- Typed or printed in black ink
- No faxes or e-mails
- Please submit your completed application, *with original signatures*.

SUBMITTING THE APPLICATION

Applications should be mailed or hand-delivered to:

Rebecca Lambert, Program Investment Associate
United Way of Greenville County
105 Edinburgh Court
Greenville, SC 29607
[Phone] 864.467.3536 [Fax] 864.467.3535

Applications must be received by Friday, June 4, 2010, 5:00 pm.

GRANT ASSISTANCE PARTNERSHIP APPLICATION

Please type or print clearly, using black ink.

ORGANIZATION INFORMATION

Organization Name _____

Primary Contact for Grant Application _____

Mailing Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email _____ Current Date _____

Does the organization currently have its Articles of Incorporation? _____

Is the organization working towards its Articles of Incorporation? _____

Does the organization currently have a completed Action Plan? _____

If 'yes', please include a copy with this Application.

TOTAL FUNDS REQUESTED \$ _____

SIGNATURE

The signature below certifies that the information included in this application is correct and that this application has been authorized by the applicant's governing body as an expression of the neighborhood's wishes.

Signature

Date

Print Name

Title (President or other Authorized Official)

PROJECT SHEET

Please complete a Project Sheet for each Project your organization plans to implement under this Application.

PROJECT TITLE _____
NEIGHBORHOOD GOAL AREA _____

PROJECT BUDGET INFORMATION

1. Amount Requested (not to exceed \$2500) _____
2. Total Project Budget _____
3. In the table below, indicate your plans for spending GAP funds for this project.

ITEM DESCRIPTION	BUDGET AMOUNT (\$)
<i>Food -</i>	
<i>Other (Please specify)</i>	

PROJECT INFORMATION – *If necessary, please use additional sheet(s) to fully explain all items.*

4. Please describe the project, its intended goals and objectives, and how it will benefit the neighborhood.
5. How do you plan to accomplish the project? Will you partner with another agency or organization? Will you rely on neighborhood volunteers?
6. Please provide a timetable for the project. What are the anticipated start and end dates? From _____ to _____
7. If this project involves an event or activity, please list the event title(s) and date(s) with a brief description:

Event/Activity

Date

Description

PROJECT SHEET

Please complete a Project Sheet for each Project your organization plans to implement under this Application.

PROJECT TITLE _____

NEIGHBORHOOD GOAL AREA _____

PROJECT BUDGET INFORMATION

1. Amount Requested (not to exceed \$2500) _____
2. Total Project Budget _____
3. How do you plan to spend the GAP funds for this project?

ITEM DESCRIPTION	BUDGET AMOUNT (\$)
<i>Food -</i>	
<i>Other (Please specify)</i>	

PROJECT INFORMATION – *If necessary, please use additional sheet(s) to fully explain all items.*

4. Please describe the project, its intended goals and objectives, and how it will benefit the neighborhood.
5. How do you plan to accomplish the project? Will you partner with another agency or organization? Will you rely on neighborhood volunteers?
6. Please provide a timetable for the project. What are the anticipated start and end dates? From _____ to _____
7. If this project involves an event or activity, please list the event title(s) and date(s) with a brief description:

Event/Activity

Date

Description

PROJECT SHEET

Please complete a Project Sheet for each Project your organization plans to implement under this Application.

PROJECT TITLE _____

NEIGHBORHOOD GOAL AREA _____

PROJECT BUDGET INFORMATION

1. Amount Requested (not to exceed \$2500) _____
2. Total Project Budget _____
3. How do you plan to spend the GAP funds for this project?

ITEM DESCRIPTION	BUDGET AMOUNT (\$)
<i>Food -</i>	
<i>Other (Please specify)</i>	

PROJECT INFORMATION - *If necessary, please use additional sheet(s) to fully explain all items.*

4. Please describe the project, its intended goals and objectives, and how it will benefit the neighborhood.
5. How do you plan to accomplish the project? Will you partner with another agency or organization? Will you rely on neighborhood volunteers?
6. Please provide a timetable for the project. What are the anticipated start and end dates? From _____ to _____
7. If this project involves an event or activity, please list the event title(s) and date(s) with a brief description:

Event/Activity

Date

Description

A RESOLUTION

TO PARTICIPATE FULLY IN THE COMPLETION
OF THE COMMUNITY DEVELOPMENT PROJECT(S) SPECIFIED
IN THE ENCLOSED GAP APPLICATION

WHEREAS, _____ has identified the project(s) detailed in this GAP Application to be beneficial to the _____ community in one or more of the following realms of community development: resident involvement, beautification, communication, crime prevention, housing development, organizational development, training and education, and capital improvements; and,

WHEREAS, the members of the _____ have agreed to support and actively participate in the project(s) detailed in this GAP Application; and,

WHEREAS, the members of _____ understand that receiving GAP funding joins the neighborhood association with the City of Greenville, the Greenville County Redevelopment Authority and the United Way of Greenville County in a commitment to community development in the _____ neighborhood.

NOW, THEREFORE, LET IT BE RESOLVED BY THE DIRECTOR AND MEMBERS OF _____ OF THE _____ COMMUNITY, that this GAP Application is submitted and the project(s) detailed therein fully supported.

RESOLVED THIS _____ DAY OF _____, 2010.

Neighborhood Association Director

Neighborhood Association Member

Neighborhood Association Member

Neighborhood Association Member

Neighborhood Association Member

Neighborhood Association Member

Neighborhood Association Member

ACTION PLAN for the

Neighborhood Association

Date

ELIGIBLE PROJECTS

Resident Involvement

Goal	Increase social interaction among neighbors
Suggested Projects	Block clubs; neighborhood festivals; fairs and cookouts; cultural or historical events; youth and senior activities; National Night Out; New Neighbor Welcome program

Beautification

Goal	Improve the physical appearance of the neighborhood
Suggested Projects	Clean-ups, community gardens, Yard-of-the-Month awards, public space improvements, vacant lot clean-ups, neighborhood entrance improvements

Communication

Goal	Inform residents of neighborhood issues and activities
Suggested Projects	Newsletters, flyers, mailings to residents, brochures, resident directory

Crime Prevention

Goal	Reduce crime and increase security in the neighborhood
Suggested Projects	Crime Watch, drug prevention, crime mapping, “Weed and Seed”, National Night Out

Housing Development/Improvement

Goal	Assist residents with improving the safety, security and physical appearance of their homes
Suggested Projects	Housing condition surveys, housing inventories, referrals to housing programs, identify residents who need housing assistance.

Organizational Development

Goal	Assist in the growth and development of the neighborhood association
Suggested Projects	Non-profit incorporation, IRS 501(c)(3) designation, legal services, accounting services, strategic planning, staff support, board development

Training/Education/Awareness

Goal	Strengthen leadership and increase residents’ knowledge about community resources
Suggested Projects	Leadership training, seminars, “how-to” workshops, tutoring programs, literacy, GED, job training

Capital Improvements

Goal	Invest in small capital improvement projects to improve the neighborhood
Suggested Projects	Street lights, neighborhood signs, park equipment

ORGANIZATIONAL DEVELOPMENT

What is the problem?

What are the goals for addressing the problem?

What is the desired outcome?

Name the Project:

What resources, supplies or funds will we need to carry out the chosen solution?

Where can we obtain the necessary resources, supplies or funds?

List potential partners, organizations, etc. that will be able to assist in the project.

Who will carry out the solution? When will the action be taken?

What are the potential barriers to the solution, and how we will address them?

TRAINING / EDUCATION / AWARENESS

What is the problem?

What are the goals for addressing the problem?

What is the desired outcome?

Name the Project:

What resources, supplies or funds will we need to carry out the chosen solution?

Where can we obtain the necessary resources, supplies or funds?

List potential partners, organizations, etc. that will be able to assist in the project.

Who will carry out the solution? When will the action be taken?

What are the potential barriers to the solution, and how we will address them?

RESIDENT INVOLVEMENT

What is the problem?

What are the goals for addressing the problem?

What is the desired outcome?

Name the Project:

What resources, supplies or funds will we need to carry out the chosen solution?

Where can we obtain the necessary resources, supplies or funds?

List the potential partners, organizations, etc. that will be able to assist in the project?

Who will carry out the solution? When will the action be taken?

What are the potential barriers to the solution, and how we will address them?

BEAUTIFICATION

What is the problem?

What are the goals for addressing the problem?

What is the desired outcome?

Name the Project:

What resources, supplies or funds will we need to carry out the chosen solution?

Where can we obtain the necessary resources, supplies or funds?

List potential partners, organizations, etc. that will be able to assist in the project.

Who will carry out the solution? When will the action be taken?

What are the potential barriers to the solution, and how we will address them?

COMMUNICATION

What is the problem?

What are the goals for addressing the problem?

What is the desired outcome?

Name the Project:

What resources, supplies or funds will we need to carry out the chosen solution?

Where can we obtain the necessary resources, supplies or funds?

List potential partners, organizations, etc. that will be able to assist in the project.

Who will carry out the solution? When will the action be taken?

What are the potential barriers to the solution, and how we will address them?

CRIME PREVENTION

What is the problem?

What are the goals for addressing the problem?

What is the desired outcome?

Name the Project:

What resources, supplies or funds will we need to carry out the chosen solution?

Where can we obtain the necessary resources, supplies or funds?

List potential partners, organizations, etc. that will be able to assist in the project.

Who will carry out the solution? When will the action be taken?

What are the potential barriers to the solution, and how we will address them?

HOUSING DEVELOPMENT/IMPROVEMENT

What is the problem?

What are the goals for addressing the problem?

What is the desired outcome?

Name the Project:

What resources, supplies or funds will we need to carry out the chosen solution?

Where can we obtain the necessary resources, supplies or funds?

List potential partners, organizations, etc. that will be able to assist in the project.

Who will carry out the solution? When will the action be taken?

What are the potential barriers to the solution, and how we will address them?

CAPITAL IMPROVEMENTS

What is the problem?

What are the goals for addressing the problem?

What is the desired outcome?

Name the Project:

What resources, supplies or funds will we need to carry out the chosen solution?

Where can we obtain the necessary resources, supplies or funds?

List potential partners, organizations, etc. that will be able to assist in the project.

Who will carry out the solution? When will the action be taken?

What are the potential barriers to the solution, and how we will address them?

PLAN TO KEEP THE COMMUNITY INFORMED

Who in the community should know about the actions being taken?

How will information about the actions be communicated to the community?

TIMELINE FOR CARRYING OUT THE PROJECTS

Create a timeline with goal dates for carrying out the projects described above. In the Project Checkpoint column, insert the Project Name. In the Goal Date column, insert the date you would like to have the project completed.

[illegible]

PROJECT TEAM STATEMENT OF COMMITMENT

All members of the project teams should indicate their commitment to community projects by signing the statement below. This includes neighborhood association presidents, officers, members and volunteers involved in implementation of the Action Plan.

We are committed to the betterment of our community and we accept the responsibilities given to us by the _____

We will work, to the best of our abilities, to follow the Action Plan and to meet our project goals as they are outlined in this Action Plan.

Date	Signature

GOVERNING BOARD

(Signatures not required)

Officers	Name
Title:	
Title:	
Title:	
Title:	
Title:	
Title:	
Title:	
Other Board Members	